

<p style="text-align: center;">CHAPTER 27</p> <p style="text-align: center;">COURT REPORTERS, TRANSCRIPT PREPARATION AND ADMINISTRATIVE RULE 15</p>	<p>CONTACT: Jim Maguire james.maguire@courts.IN.gov Direct: 317-233-3018 30 S. Meridian St., Suite 500 Indianapolis, IN 46204 Main: 317-232-2542 Fax: 317-233-6586</p>
---	--

Court reporters are responsible for the preparation of the record, including a transcript of all proceedings, upon which an appeal is made. The cost of the transcript preparation is borne by the party appealing the decision, ruling or verdict of the trial court. In 1998, in an effort to bring uniformity within a county and to bring Indiana's practices in line with U.S. Department of Labor's regulations, the Indiana Supreme Court adopted [Ind. Administrative Rule 15](#).

Ind. Administrative Rule 15 requires all courts of record within a county to adopt, for Supreme Court approval, a local court rule governing court reporter services. They must select one of three Court Reporter Models. Model One and Two contain the following requirements:

1. designate that a court reporter is paid an annual salary for time spent working under the control, direction and supervision of the court during any regular works hours, gap hours or overtime hours,
2. designate that if a court reporter engages in private practice through recording a deposition and/or preparing a deposition transcript, it should be done outside of regular work hours,
3. designate that if a court reporter utilizes court equipment, work space and supplies in preparing a deposition recording and/or transcript, the court and court reporter must enter into a written agreement as to the market rate for using the equipment, work space and supplies, how records are to be kept for their use, and the payment method for their use,
4. a maximum per page fee that a court reporter may charge for the preparation of a private transcript, and
5. a requirement that each court reporter report all transcript fees received by the court reporter on an annual basis to the Indiana Supreme Court, Division of State Court Administration

Model Three allows the court(s) to procure all court reporter services by contract and submit the contract for approval by the Supreme Court.

Since the end of 1998, each county had a uniform method by which a court reporter charged for transcript preparation. Any changes to a local rule promulgated under [Administrative Rule 15](#) require the approval of the Supreme Court. A listing of [local court reporter fees by county](#) is published to the Division website.

In December of 2001 the Supreme Court issued a memorandum to the Division of State Court Administration that outlined the guidelines by which the Division was to review requested changes to the local court reporter rules. Those guidelines, which are still in effect today, are as follows:

1. Rate increases of up to \$0.50 per page to any existing page rate are justifiable based upon the increased work product obligations;
2. A minimum fee up to \$35.00 per transcript is permissible;
3. Index and Table of Contents pages should be charged at the per page rate being charged for the rest of the transcript;
4. An additional labor charge approximating the hourly rate based upon the court reporter's annual court compensation may be charged for the time spent binding the transcript and the exhibit binders;
4. A reasonable charge for the office supplies required and utilized for the binding and electronic transmission of the Transcript, pursuant to [Ind. Appellate Rule 28](#) and [29](#), is permissible. The costs for these supplies should be determined pursuant to a Schedule of Transcript Supplies which should be established and published annually by the judge or judges of the county.

Last Modified 12/31/14